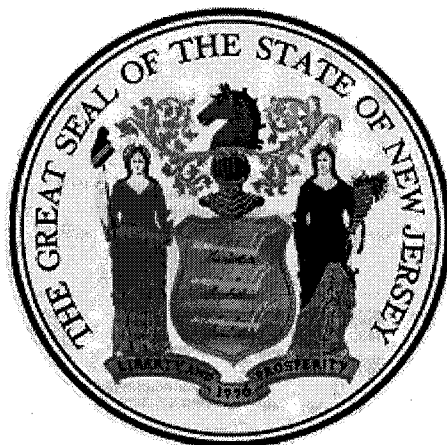


State of New Jersey



Building Inspector Records Retention Schedule

M190000-902

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
M199200SCHEDULE NUMBER
902PAGE NUMBER
1 OF 6

DEPARTMENT

DIVISION

Building Inspection

BUREAU

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

11/26/96

SECRETARY OF STATE RECORDS COMMITTEE SIGNATURE

DATE

20 FEB 1997

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY RETAIN IN

RECORDS CENTER

DISPOSITION

Applications and Permits

0001-0000 Construction Permit Application (FI00)

Life of the structure

Destroy

0002-0000 Building Subcode Technical Section (FI10)

Life of the structure

Destroy

0003-0000 Electrical Subcode Technical Section (FI20)

Life of the structure

Destroy

0004-0000 Plumbing Subcode Technical Section (FI30)

Life of the structure

Destroy

0005-0000 Fire Subcode Technical Section (FI40)

Life of the structure

Destroy

0006-0000 Elevator Subcode Technical Section (FI50)

Life of the structure

Destroy

0007-0000 Elevator Subcode Multiple Devices (F-155)

Life of the structure

Destroy

0008-0000 Application for a Variation (F-160B)

3 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

| | | |
|---------------|-----------------|-------------|
| AGENCY NUMBER | SCHEDULE NUMBER | PAGE NUMBER |
| MI90000 | 902 | 2 OF 6 |

| RECORD SERIES NO. | RECORD TITLE AND DESCRIPTION | AGENCY | RETAIN IN | RECORDS CENTER | DISPOSITION |
|-------------------|--|--------|-----------------------|----------------|-------------|
| 0009-0000 | Construction Permit, Required Inspection (F170) | | Life of the structure | | Destroy |
| 0010-0000 | Construction Permit Notice (F180) | | Life of the structure | | Destroy |
| 0011-0000 | Permit Update (F190) | | Life of the structure | | Destroy |
| 0012-0000 | Inspection Notice (F-200A) | | 3 yrs | | Destroy |
| 0013-0000 | Notice of Violation and Order to Terminate/Notice Order to Pay Penalty (F210) | | 3 yrs | | Destroy |
| 0014-0000 | Notice of Unsafe Structure/Imminent Hazard (F-240A) | | Life of the structure | | Destroy |
| 0015-0000 | Unsafe Structure Notice (F-245A) | | Life of the structure | | Destroy |
| 0016-0000 | Stop Construction Order (F250) | | 5 yrs | | Destroy |
| 0017-0000 | Stop Construction Notice (F-255A) | | 5 yrs | | Destroy |
| 0018-0000 | Certificate (F260) This certificate is issued for the following actions: Certificate of Occupancy, Certificate of Approval, Temporary Certificate of Occupancy/Compliance, Certificate of Continued Occupancy, and Certificate of Compliance. | | Life of the structure | | Destroy |
| 0019-0000 | Application for Certificate (F270) This application for certificate is used for the following actions: Certificate of Occupancy, Certificate of Approval, Temporary Certificate of Occupancy/Compliance, Certificate of Continued Occupancy, and Certificate of Compliance. | | 3 yrs | | Destroy |

RECORDS RETENTION AND DISPOSITION SCHEDULE

| AGENCY NUMBER | SCHEDULE NUMBER | PAGE NUMBER |
|---------------|-----------------|-------------|
| MI 90000 | 902 | 3 OF 6 |

| RECORD SERIES NO. | RECORD TITLE AND DESCRIPTION | AGENCY | RETAIN IN RECORDS CENTER | DISPOSITION |
|-------------------|--|-----------------------------|--------------------------|-------------|
| 0020-0000 | Temporary Certificate of Occupancy (T.C.O.) Control Card (F-280B) | 3 yrs | | Destroy |
| 0021-0000 | Ongoing Inspections Control Card (F-290A) | Life of the structure | | Destroy |
| 0022-0000 | Ongoing Inspections Schedule (F-300A) | 5 yrs after last inspection | | Destroy |
| 0023-0000 | Elevator Inspection (F310) | Life of the structure | | Destroy |
| 0024-0000 | Elevator Notice (F-320A) | Life of the structure | | Destroy |
| 0025-0000 | Notice of Elevator Device Seated Out of Operation (F-325) | Life of the structure | | Destroy |
| 0026-0000 | Application to Construction Board of Appeals (F-330A) | 3 yrs | | Destroy |
| 0027-0000 | Decision of Construction Board of Appeals (F-340A) | Life of the structure | | Destroy |
| 0028-0000 | Out-In Card (F-350B) Card from local inspector for any utility company installation service that must be performed on a building. | Life of the structure | | Destroy |
| 0029-0000 | Denial of Permit (F-360A) | 3 yrs | | Destroy |
| 0030-0000 | Tickler/X-Reference Card (F375) | 3 yrs | | Destroy |

RECORDS RETENTION AND DISPOSITION SCHEDULE

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|--------------------------|------------------------|-----------------------|
| AGENCY NUMBER M190000 | SCHEDULE NUMBER 902 | PAGE NUMBER 4 OF 6 |
|--------------------------|------------------------|-----------------------|

| RECORD SERIES NO. | RECORD TITLE AND DESCRIPTION | RETAIN IN AGENCY | | RECORDS CENTER | DISPOSITION |
|----------------------|--|-------------------------------------|--|----------------|-------------|
| 0050-0000 | <u>Logs</u> Permit Fee Log (L-700B) | 6 yrs after last entry | | | Destroy |
| 0051-0000 | Inspection Log (L-713A) | Permanent | | | Permanent |
| 0052-0000 | Certificate Log (L-720B) | Permanent | | | Permanent |
| 0053-0000 | Ongoing Inspection Log (L730) | 5 yrs after all entries resolved | | | Destroy |

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
M190000

SCHEDULE NUMBER
902

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5
OF
5

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0100-0000
0102-0000
0103-0000
0104-0000

Reports
Inspector's Report (R-800A)
Municipal Monthly Activity Report
Certificates (R-811B)
Municipal Monthly Activity Report
Permits (R-812B)
State Training Fee Report (R840)

6 yrs
5 yrs
5 yrs
6 yrs

Destroy
Destroy
Destroy
Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

| | | |
|--------------------------|------------------------|-----------------------|
| AGENCY NUMBER MI90000 | SCHEDULE NUMBER 902 | PAGE NUMBER 6 OF 6 |
|--------------------------|------------------------|-----------------------|

| RECORD SERIES NO. | RECORD TITLE AND DESCRIPTION | RETAIN IN AGENCY | RECORDS CENTER | DISPOSITION |
|-------------------|--|-----------------------|----------------|-------------|
| 0150-0000 | Additional Uniform Construction Code (UCC) Forms Building/Site Plans and Survey Maps - Class I, II, and III Structures Class I and II refer to large-scale and public buildings; whereas, Class III refers to small-scale buildings and residential structures. (UCC 5:23-9.5) | | | |
| 0150-0001 | Building/Site Plans and Survey Maps Class I and II Structures - Approved | Life of the structure | | Destroy |
| 0150-0002 | Building/Site Plans and Survey Maps Class I and II Structures - Denied | 3 yrs | | Destroy |
| 0150-0003 | Building/Site Plans and Survey Maps Class III Structures - Approved | 10 yrs | | Destroy |
| 0150-0004 | Building/Site Plans and Survey Maps Class III Structures - Denied | 3 yrs | | Destroy |
| 0150-0005 | Building/Site Plans and Survey Maps Class I, II, and III - Governmental Structures | Permanent | | Permanent |
| 0151-0000 | Mechanical Inspector Technical Section (F115) | Life of the structure | | Destroy |
| 0152-0000 | Chimney Certification for Replacement of Fuel Fired Equipment (F370) | Life of the structure | | Destroy |